



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Governmental Program Analyst

Monthly Salary: \$4,400 - \$5,348

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5393-750

Refer to Job ID#10-BQM

Final Filing Date: August 28, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the general supervision of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) may act as project lead and be assigned to review analytical studies and surveys; review and make recommendations on policies, procedures and program alternatives; utilize a variety of analytical techniques to review and make recommendations on a broad spectrum of administrative and program related problems. The AGPA may be expected to analyze data and present (both verbally and written) ideas and information effectively to MRMIB management, contacts and external stakeholders.

- The AGPA is responsible for ensuring that the Third Party Administrator (TPA) complies with all aspects of the TPA contract and analyzes the Pre-Existing Condition Insurance Program's (PCIP) TPA provider network to ensure that there are a sufficient number and range of providers to serve the high risk population.
- Evaluates provider networks; works with TPA to identify areas where access is lacking, and coordinates with the TPA to add providers to the network.
- Assists in developing access standards for the provider network.
- Works with TPA to monitor the activities of the provider technical support center; responds to any provider complaints with TPA practices.
- Monitors TPA's implementation of the Pharmacy Benefits Management program, including but not limited to, policies on how the TPA manages pharmacy benefits. Reviews the drug formulary and reviews pharmacy point of service standards and response time.
- Reviews and analyzes the TPA's claims adjudication process.
- Monitors the provider technical support center policies and procedures to ensure that health care and pharmacy provider concerns are being addressed in a timely manner.
- Reviews and provides guidance to the TPA to ensure all state and federal requirements are met, including but not limited to, answering TPA's questions regarding implementation of the contract and working with PCIP team to ensure that all questions from the TPA are answered.
- Reviews and evaluates all benefits related documents, including but not limited to, identification cards, provider directories, coverage descriptions and explanation of benefits documents ensuring the materials are correct and appropriate for subscribers as well as being accessible to persons with disabilities.

DESIRABLE QUALIFICATIONS

- Takes initiative; ability to complete assigned tasks with minimal supervision.
- Excellent written and oral communication skills.
- Proficient computer skills in Word, Excel, and PowerPoint.
- Strong analytical and research skills.
- Experience in contract monitoring; ability to understand contract terms and apply analytical skills to evaluating contractor performance.
- Ability to manage multiple projects and complete assignments on time.
- An understanding of health care systems and service delivery desired.
- An interest in improving health care access and quality to underserved populations.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Performs other duties as assigned.
- Demonstrates a willingness and ability to be a team player.

Typical Working Conditions: Requires prolonged sitting and computer work, use of telephone and frequent contact with employees, stakeholders and plans.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-BQM and Position # 443-600-5393-750 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 28, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.